

**POWER GRID COMPANY OF BANGLADESH LIMITED
DISTRIBUTION MATRIX OF DOCUMENTS**

QF-DCL-07

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Name of the Office/ Function: PLANNING & DESIGN

Sl. No.	Document No.	Title	GM P&D	DGM PL	DGM DGN	DGM P&S	M SPL	M PPL	M PRO	M ST	M SSD (2)	M TLD (2)	M CD	M ICT
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Type of Documents: Quality Manual

01.	QM-01	Quality manual of PGCB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Type of Documents: Document

1.	QD-ADT-01	Manual for Internal Financial Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	QD-CMP-01	Company Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	QD-FIN-01	Financial Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	QD-FIN-02	Accounts Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	QD-HRM-01	Company Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	QD-HRM-02	Service Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	QD-HRM-03	Training Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	QD-PRO-01	Procurement Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	QD-TSS-01	Safety Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

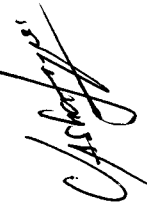
Type of Documents: Work Instruction

1.	WI-TQM-01	Work Instruction for Quality control Circles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	WI-TQM-02	Work Instruction for 5-S techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Type of Documents: Procedures

1	QP-ADT-1	Procedure for Internal Financial Audit												
2	QP-CMP-1	Procedure for Company Affairs												
3	QP-CNP-1	Procedure for Control of Non-conforming Product												
4	QP-DCL-1	Procedure for Document Control												
5	QP-DCL-2	Procedure for Control of Records												
6	QP-IQA-1	Procedure for Internal Quality Audit												
7	QP-NCP-1	Procedure For Non-Conformance, Corrective And Preventive Action												
8	QP-DGN-1	Procedure for Design Control												
9	QP-HRM-1	Procedure for Human Resource Development												
10	QP-MNG-1	Procedure for Management Review												
11	QP-PRO-1	Procedure for Procurement												
12	QP-PIM-1	Procedure for Project Implementation												
13	QP-PPL-1	Procedure for Project Planning												
14	QP-PSO-1	Procedure for Power System Operation and Control												
15	QP-RTS-1	Procedure for Research and Technical Service												
16	QP-SIS-1	Surveillance inspection of sub-station												
17	QP-SPL-1	Procedure for System Planning												
18	QP-SPM-1	Procedure for System Protection and Metering												
19	QP-SSM-1	Procedure for Sub-Station Maintenance												
20	QP-SSO-1	Procedure for Sub-Station Operation												
21	QP-TLM-1	Procedure for Transmission Line Maintenance												
22	QP-SMD-1	Procedure For Telemetering Equipment Maintenance												
23	QP-STR-1	Procedure for Store												
24	QP-TQM-1	Procedure for Total Quality Management												
25	QP-TRD-1	Procedure For Telecom & RTU Equipment Maintenance												
26	QP-FCL-1	Procedure For Optical Fiber Lease, Bill Calculation And Prepare of Bill For Client												
27	QP-ICT-1	procedure for information technology activities												
28	QP-CNS-1	Procedure For Communication Network Management System Maintenance												
29	QP-FIN-1	Procedure For Financial Affairs												

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Type of Documents: Forms

1	QF-ADT-05	Reply On Internal Financial Audit												
2	QF-ADT-06	Broad Sheet Reply On Internal Financial Audit												
3	QF-CNP-01	Report Of Controlling Nonconforming Product												
4	QF-NCP-01	Report Of Nonconformity, Corrective and Preventive Action												
5	QF-MNG-03	Report For Achievement Of Targets												
6	QF-DCL-01	Master List of Procedures												
7	QF-DCL-02	Master List of Forms												
8	QF-DCL-03	Master List of Work Instructions												
9	QF-DCL-04	Master List of Documents												
10	QF-DCL-05	Initiating Changes in QMS												
11	QF-TQM-01	MONTHLY PROGRESS REPORT OF QUALITY CIRCLE												
12	QF-TQM-02	summary of monthly activity report of quality circles												
13	QF-TQM-03	5-S Check sheet												
14	QF-TQM-04	5-S Audit result sheet												
15	QF-TQM-05	Monthly Quality Circle Statement												
16	QF-TQM-06	QC & Steering Committee activities in PGCB												
17	QF-IQA-01	Internal Quality Audit Plan												
18	QF-IQA-02	Internal Quality Audit Schedule												
19	QF-IQA-03	Internal Quality Audit Circular												
20	QF-IQA-04	Internal Quality Audit Check List												
21	QF-IQA-05	Nonconformity Report (NCR)												
22	QF-IQA-06	Corrective Action Request (CAR) Log												
23	QF-IQA-07	Internal Quality Audit Report												
24	QF-IQA-08	Functionwise NCR Analysis of IQA												
25	QF-IQA-09	Clausewise NCR Analysis of IQA												
26	QF-IQA-10	Auditor's Performance Record												
27	QF-FIN-01	Money Receipt												
28	QF-FIN-02	Cash Payment Voucher												
29	QF-FIN-03	Bank (Cheque) Payment Voucher												
30	QF-FIN-04	Journal Voucher												
31	QF-FIN-05	Statement of Receipts												

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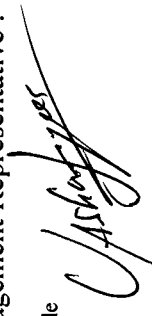
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32	QF-FIN-06	Statement of Banking	■	■	■	■	■							
33	QF-FIN-07	Statement of Cheques issued	■	■	■	■	■							
34	QF-FIN-08	Petty Cash Statement	■	■	■	■	■							
35	QF-FIN-09	Journal Voucher Serial Register	■	■	■	■	■							
36	QF-FIN-10	Register of Money Receipt Books	■	■	■	■	■							
37	QF-FIN-11	Input Document Control Register	■	■	■	■	■							
38	QF-FIN-12	Annual Budget for 20..... - 20.....	■	■	■	■	■							
39	QF-FIN-14	Monthly Capital Expenditure Budget	■	■	■	■	■							
40	QF-FIN-15	Monthly Revenue Expenditure Budget	■	■	■	■	■							
41	QF-HRM-03	Personal Record	■	■	■	■	■							
42	QF-HRM-04	Application For The Membership Of Contributory Providend Fund	■	■	■	■	■							
43	QF-HRM-05	Nomination For The Beneficiary Of Contributory Providend Fund	■	■	■	■	■							
44	QF-HRM-06	Employees Office Attendance Record	■	■	■	■	■							
45	QF-HRM-07	Employees Attendance Statement	■	■	■	■	■							
46	QF-HRM-08	Leave Application	■	■	■	■	■							
47	QF-HRM-11	Performance Appraisal Book (Officers Evaluation Report)	■	■	■	■	■							
48	QF-HRM-12	Staff Evaluation Report	■	■	■	■	■							
52	QF-HRM-20	No Objection Certificate (Noc)	■	■	■	■	■							
53	QF-HRM-22	Tour Order	■	■	■	■	■							
54	QF-HRM-23	T.A / D.A Bill	■	■	■	■	■							
55	QF-HRM-24	Assessment Of Working Condition	■	■	■	■	■							
56	QF-HRM-25	Assessment Of Competence To Perform Tasks	■	■	■	■	■							
58	QF-HRM-27	Assessment Of Training Need	■	■	■	■	■							
62	QF-HRM-35	Training Attendance Sheet	■	■	■	■	■							
63	QF-HRM-36	Evaluation Of Training	■	■	■	■	■							
64	QF-HRM-39	Log Book For Vehicle Movement	■	■	■	■	■							
67	QF-HRM-45	General Notice	■	■	■	■	■							
68	QF-HRM-47	Correspondance With Other Organization	■	■	■	■	■							
69	QF-HRM-48	Correspondance Within The Organization	■	■	■	■	■							
70	QF-HRM-49	Condolance Message	■	■	■	■	■							
72	QF-HRM-51	Committee Meeting Notice	■	■	■	■	■							
73	QF-HRM-52	Meeting Attendance Record	■	■	■	■	■							
74	QF-HRM-53	Minutes Of The Meeting	■	■	■	■	■							
75	QF-HRM-55	Nomination For The Beneficiary Of Contributory Providend Fund, Group Insurance, Gratuity And Others	■	■	■	■	■							
78	QF-HRM-61	Joining report	■	■	■	■	■							

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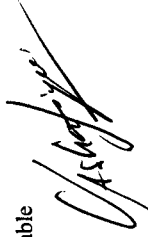
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80	QF-HRM-66	কর্মকর্তা/কর্মচারীদের ভাল ও ব্যতিক্রমী কাজের মূল্যায়ন হুক												
84	QF-HRM-73	Hand over & take over of charge												
85	QF-HRM-77	পরিবারিক জীবন বৃত্তান্ত ফরমঃ												
86	QF-HRM-78	শিক্ষা বৃত্তির আবেদন ফরমঃ												
87	QF-HRM-79	শিক্ষাজাতা সংক্রান্ত শিক্ষার্থী সন্তানদের তথ্য বিবরণী												
88	QF-HRM-80	চিকিৎসা সংক্রান্ত পারিবারিক ঘোষণা ফরম												
89	QF-HRM-81	বাসা বরাদ্দের আবেদন পত্র												
91	QF-HRM-83	Hand over & Take over of Departmental House												
92	QF-HRM-92	Medical Bill Reimbursement Claim												
93	QF-HRM-93	Application For Grant From WPPF												
94	QF-HRM-97	অন্তঃ বিভাগীয় লিপি												
95	QF-HRM-98	দপ্তর আদেশ												
98	QF-HRM-102	Visitor Slip												
99	QF-HRM-103	Gate Pass												
101	QF-PRO-01	Purchase Requisition (Pr)												
102	QF-PRO-02	Purchase Requisition Register												
103	QF-PRO-03	List Of Local Items												
104	QF-PRO-04	List Of Imported Items												
105	QF-PRO-05	List Of Enlisted Suppliers/Contractors For Local Items												
106	QF-PRO-06	List Of Enlisted Suppliers/ Contractors For Imported Items												
107	QF-PRO-07	Supplier's/Contractor's Evaluation Record												
108	QF-PRO-08	Supplier's/Contractor's Performance Record												
109	QF-PRO-09	Procurement Processing For Proprietary Items												
110	QF-PRO-10	Enquiry For Purchase By Spot Quotation												
111	QF-PRO-11	Comparative Statement Of Spot Quotation												
112	QF-PRO-12	Procurement Progress Register												
113	QF-PRO-13	Local Purchase Order Register												
114	QF-PRO-14	Foreign Purchase Contract Register												
115	QF-PRO-15	Tender Opening Register (Local)												
116	QF-PRO-16	Application For Enlistment As Supplier/ Contractor												
117	QF-PRO-17	Procurement Process For Local Goods / Works / Services												
118	QF-PRO-18	Acceptance of Tender												
119	QF-PRO-19	Post Landing Inspection Statement												
120	QF-PRO-20	Work Order												

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121	QF-STR-01	Kardex For Store	■	■	■	■				■				
122	QF-STR-02	Store Ledger Accounts	■	■	■	■				■				
123	QF-STR-03	Bin Card	■	■	■	■				■				
124	QF-STR-04	Goods Received Register	■	■	■	■				■				
125	QF-STR-05	Material Receiving Report (MRR)	■	■	■	■				■				
126	QF-STR-06	Quality Certificate	■	■	■	■				■				
127	QF-STR-07	Usable / Scrap Return Memo	■	■	■	■				■				
128	QF-STR-08	Store Requisition (SR)	■	■	■	■				■				
129	QF-STR-09	Stationary Issue Voucher	■	■	■	■				■				
130	QF-STR-10	Requisition For Store Material	■	■	■	■				■				
131	QF-STR-11	Material Issue Voucher (MIV)	■	■	■	■				■				
132	QF-SPL-01	List Of Grid Sub-Stations	■	■	■	■				■				
133	QF-SPL-02	List Of Transmission Lines	■	■	■	■				■				
134	QF-SPL-03	Capacitor Bank In Operation Connected To 33 Kv Bus At 132/33 Kv Substations	■	■	■	■				■				
135	QF-SPL-04	List Of Existing Power Stations	■	■	■	■				■				
136	QF-SPL-05	Circle Wise Sub-Stations Capacity (Mva)	■	■	■	■				■				
137	QF-SPL-06	In-House Study Report	■	■	■	■				■				
138	QF-SPL-07	List Of Grid Sub-Stations In Target Area	■	■	■	■				■				
139	QF-SPL-08	Existing Transmission Lines In Target Area	■	■	■	■				■				
140	QF-SPL-09	List Of Existing Power Stations Of Target Area	■	■	■	■				■				
141	QF-SPL-10	Load Forecast Of Substation In Target Area	■	■	■	■				■				
142	QF-SPL-11	Sub-Station Status In Target Area	■	■	■	■				■				
143	QF-SPL-12	Enhancement Statement Of Grid Sub-Stations	■	■	■	■				■				
144	QF-SPL-13	Generation Addition Program In Target Area	■	■	■	■				■				
145	QF-SPL-14	Network Of National Grid	■	■	■	■				■				
146	QF-SPL-15	Load Flow Study Report	■	■	■	■				■				
147	QF-SPL-16	Proposed Single Line Diagram of target area	■	■	■	■				■				
148	QF-SPL-17	Single Line Diagram of substation	■	■	■	■				■				
149	QF-SPL-18	Generator Data	■	■	■	■				■				
150	QF-SPL-19	Line Protection Data	■	■	■	■				■				
151	QF-SPL-20	Transformer Protection Data	■	■	■	■				■				
152	QF-SPL-21	Busbar Protection Data	■	■	■	■				■				
153	QF-SPL-22	Transmission Line Route Selection Form	■	■	■	■				■				
154	QF-SPL-23	Substation Site Selection Form	■	■	■	■				■				
155	QF-SPL-24	Circuit Breaker Ratings	■	■	■	■				■				

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156	QF-PPL-01	Development Project Proposal (DPP)	■	■				■						
157	QF-PPL-02	Development Project Proposal (Revised)	■	■				■						
158	QF-PPL-03	Technical Assistance Project Proforma / Proposal (TPP)	■	■				■						
159	QF-PPL-04	Information Collected for DPP Preparation	■	■				■						
160	QF-PPL-05	Annual Development Program	■	■				■						
161	QF-PPL-06	Implementation of Road map	■	■				■						
162	QF-PPL-07	Monthly Progress Report	■	■				■						
163	QF-PPL-08	Quarterly Progress Report	■	■				■						
164	QF-PPL-09	Three Year Rolling Investment Program	■	■				■						
165	QF-PPL-10	Report on Fund Allocation & Expenditure of Development Program	■	■				■						
166	QF-PPL-11	DPA and RPA Report	■	■				■						
167	QF-PPL-12	Project Brief	■	■				■						
168	QF-ICT-01	List Of Personnel To Update Website	■	■				■						■
169	QF-ICT-02	List Of E-Mail Accounts	■	■				■						■
170	QF-ICT-03	LAN Gateway Information	■	■				■						■
171	QF-ICT-04	LAN Details	■	■				■						■
172	QF-ICT-05	Bandwidth Information	■	■				■						■
173	QF-ICT-06	Requisition For Repair Hardware/Software	■	■				■						■
174	QF-ICT-07	Requisition For LAN / Internet Connectivity	■	■				■						■
175	QF-CMP-01	Working Paper for Board Meeting	■	■	■	■	■	■	■	■	■	■	■	■

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